Basic Computer Course in Rewa | Krishna Academy Rewa – Build Strong Computer Skills for Your Future

Join the Best Basic Computer Course in Rewa at Krishna Academy Rewa. Learn Computer Fundamentals, MS Word, Excel, PowerPoint, Internet, Email, Typing, Tally Basics, Windows, File Management, and Digital Skills with Practical Training & Certificate.

INTRODUCTION

The Basic Computer Course at Krishna Academy Rewa is designed to help beginners develop practical computer skills through hands-on training. This course covers computer fundamentals, Microsoft Office, internet usage, typing skills, email communication, file management, digital safety, and basic accounting concepts. By the end of the course, students gain the confidence to use a computer efficiently for personal, educational, and professional purposes.

What is a Computer?

A **computer** is an electronic device that accepts data as input, processes it according to instructions, stores information, and produces meaningful output. It performs calculations, manages files, connects to the internet, and helps users complete tasks quickly and accurately.

Basic Computer Functions (IPO Cycle)

- **Input:** Entering data using devices like a keyboard or mouse.
- **Processing:** The CPU processes the data.
- **Output:** Results are displayed on the monitor or printed.
- **Storage:** Information is saved on a hard disk, SSD, or cloud storage.

Types of Computers

- Desktop Computer
- Laptop
- Smartphone
- Workstation
- Server
- Supercomputer
- Embedded Computer

Components of a Computer

Hardware

Hardware includes all the physical parts of a computer.

Examples:

- Monitor
- CPU (Central Processing Unit)
- Keyboard
- Mouse
- Printer
- Scanner
- Speakers

Software

Software is a collection of programs that instruct the computer what to do.

Types of Software

System Software

- Windows
- Linux
- macOS

Application Software

- MS Word
- MS Excel
- MS PowerPoint
- Google Chrome
- Adobe Photoshop
- Tally Prime

Utility Software

- Antivirus
- Disk Cleanup
- Backup Software
- Compression Tools

Operating System (Windows)

Students learn:

- Windows Interface
- Desktop
- Taskbar
- Start Menu
- File Explorer
- Control Panel
- Settings
- Creating Folders
- Copy, Cut & Paste
- File Management
- Keyboard Shortcuts

Microsoft Office

MS Word

Learn to create professional documents.

Topics Covered:

- Document Creation
- Text Formatting
- Tables
- Images

- Headers & Footers
- Page Setup
- Mail Merge
- Printing
- Resume Design
- Letters
- Reports

MS Excel

Learn spreadsheet management and calculations.

Topics Covered:

- Workbook
- Worksheet
- Rows & Columns
- Cell Formatting
- Charts
- Sorting
- Filtering
- Data Validation
- Conditional Formatting
- Pivot Tables

Excel Functions

- SUM
- AVERAGE
- MAX
- MIN
- COUNT
- COUNTA
- COUNTIF
- SUMIF
- IF
- VLOOKUP

- HLOOKUP
- XLOOKUP
- LEFT
- RIGHT
- MID
- LEN
- CONCAT
- TEXTJOIN
- ROUND
- TODAY
- NOW

MS PowerPoint

Students learn presentation design.

Topics Covered:

- Slides
- Themes
- Animations
- Transitions
- SmartArt
- Charts
- Audio & Video
- Slide Show
- Business Presentations

Internet & Email

Students learn:

- Internet Basics
- Browsers

- Search Engines
- Google Search
- Gmail
- Sending Emails
- Attachments
- Google Drive
- Online Forms
- Online Classes
- Cloud Storage

Typing Skills

Students practice:

- English Typing
- Hindi Typing
- Typing Speed Improvement
- Keyboard Shortcuts
- Numeric Keypad
- Accuracy Practice

Tally Basics

Introduction to accounting software.

Topics:

- Company Creation
- Ledger
- Voucher Entry
- Purchase
- Sales
- GST Basics

- Reports

Computer Networking Basics

Students understand:

- Network
- LAN
- MAN
- WAN
- Wi-Fi
- Internet Connection
- Router
- Modem

Computer Security

Topics include:

- Antivirus
- Malware
- Virus Protection
- Password Security
- Data Backup
- Cyber Safety
- Safe Internet Browsing
- Online Fraud Prevention

Practical Skills You Will Learn

- Operating a Computer

- Creating Documents
- Managing Files & Folders
- Using the Internet
- Sending Emails
- Preparing Excel Sheets
- Creating PowerPoint Presentations
- Printing Documents
- Online Form Filling
- Online Banking Basics
- Digital Payments
- Scanning & Uploading Documents

Course Features

- 100% Practical Training
- Experienced Faculty
- Computer Lab Practice
- Individual Attention
- Latest Course Material
- Real-Life Assignments
- Certificate on Completion
- Interview Preparation
- Job Assistance
- Affordable Fees

Who Can Join?

This course is suitable for:

- School Students
- College Students
- Beginners
- Job Seekers

- Government Exam Aspirants
- Office Employees
- Business Owners
- Housewives
- Senior Citizens
- Freelancers

No prior computer knowledge is required.

Benefits of Learning Basic Computer

- Improve digital literacy
- Increase job opportunities
- Prepare for office work
- Build confidence in using technology
- Enhance communication skills
- Improve productivity
- Learn online services
- Develop professional skills
- Support higher education
- Prepare for advanced computer courses

Career Opportunities

After completing the Basic Computer Course, you can work as:

- Computer Operator
- Data Entry Operator
- Office Assistant
- Receptionist
- Back Office Executive
- Computer Instructor
- Customer Support Executive

- Administrative Assistant
- Documentation Executive
- Accounts Assistant

Why Choose Krishna Academy Rewa?

Krishna Academy Rewa provides practical, industry-focused computer education with modern computer labs and experienced trainers. Students receive hands-on learning, project-based assignments, and career guidance to help them succeed in today's digital world.

Highlights

- Practical Computer Lab
- Certified Trainers
- Updated Curriculum
- Individual Student Support
- Career-Oriented Training
- Affordable Fees
- Flexible Timings
- Certification
- Placement Assistance

Contact Information

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